



**JOB OPPORTUNITY  
DEPARTMENT OF EDUCATION  
CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM  
NUTRITION AND SCHOOL MEALS UNIT**

***ASSOCIATE EDUCATION CONSULTANT***

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE  
BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** 25 Industrial Park Road, Middletown, CT 06457

**Hours:** 8:00 a.m. – 5:00 p.m.

**Job Posting #** 00084494 – File #768

**Salary Range:** \$81,893 – \$105,251

**Closing Date:** July 6, 2012

**General Knowledge:**

The Connecticut State Department of Education is currently recruiting for the position of Associate Education Consultant in the Connecticut Technical High School System, Nutrition and School Meals Unit.

**General Statement of Duties:**

The consultant will be expected to provide program leadership, support and technical assistance to the administration of the school district's food service program in multiple sites according to policies and procedures, and state/federal requirements.

**Example of Duties:**

Duties may include the following administrative, consultative, and advisory activities:

- Enforces federal and state regulations regarding nutritional standards, reports and records. Prepares and maintains all records for required audits and reviews;
- Plans and analyzes menus for all schools in the district to ensure that USDA Meal Patterns and nutritional requirements are met;
- Maintains a purchasing system consist with USDA and state purchasing requirements;
- Oversees the administration of the district's free and reduced price meals program according to federal regulations. Reviews and prepares data requests regarding students approved free and reduced price meal eligibility;
- Monitors the food services budget and analyzes all revenue sources. Reviews and authorizes program expenditures;

- Establishes, develops, and integrates sanitation, food safety and employee safety into all phases of the school food service operations;
- Develops purchasing guidelines to ensure purchased food and supplies reflect product knowledge, customer preferences, district needs, policies and nutrition objectives. Reviews and authorizes the repair and replacement of kitchen equipment;
- Provides technical assistance, professional development, and training for school food service personnel;
- Perform related duties as required.

**Qualification:**

**Knowledge, Skill and Ability:**

Knowledge of federal laws and regulations pertaining to a school food service operation; the ability to interpret a nutrient analysis spreadsheet; knowledge of quantity food production and serving techniques, food safety/sanitation requirements and procedures; ability to maintain records and reports including web-based reporting; knowledge of food service point of sale systems; an understanding of food service finances.

**Minimum Experience and Training Required:**

An earned advanced degree and five (5) years of relevant professional experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

**Preferred Experience and Training:**

A registered dietician and professional experience in the field of nutrition is preferred. The Department encourages applicants who do not meet the stated qualifications but who believe they possess equivalent qualifications to submit, in addition to their resumes, written statements indicating how their background and experience qualify them for the position.

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**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:**

Interested candidates should reference announcement #768, submit a letter of application and resume with details of experience and training, three pertinent professional letters of recommendation and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to:

**Department of Education**  
**Colleen Clancy, Bureau of Human Resources**  
**25 Industrial Park Road**  
**Middletown, CT 06457**  
**Telephone: (860) 807-2160**  
**Fax: (860) 807-2167**  
**E-Mail: [colleen.clancy@ct.gov](mailto:colleen.clancy@ct.gov)**

*Applications must be postmarked no later than the closing date listed above. **All required documents must be submitted to be considered for interview.***

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/American with Disabilities Act Coordinator  
State of Connecticut Department of Education  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2101  
Levy.Gillespie@ct.gov  
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty  
Education Consultant  
Connecticut Technical High School System  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2220  
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education  
Office for Civil Rights  
5 Post Office Square, Suite 900  
Boston, Massachusetts 02109-3921  
617-289-0111  
fax number 617-289-0150  
TTY/TDD 877-521-2172  
(Matters related to race, color, national origin, age, sex and/or disability)

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**